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Pending Assignments

May 21, 2010

To: Mayor Roseann Minnet
Vice Mayor Stuart Dodd
Commissioner Birute Ann Clottey
Commissioner Scot Sasser
Commissioner Chris Vincent

From: Connie Hoffmann, Interim Town Manager



Subject: Town Manager's Report

List of Assignments

Attached you will find my first attempt to create a list of pending assignments. (Abbreviations in the spreadsheet are TC for Town Commission and TA for Town Attorney.) There are many issues which I did not capture in this spreadsheet because of time constraints. I anticipate the report I submit in June will be more comprehensive.

This memo is shorter than in the past, because I used the spreadsheet to update the Commission on the status of a number of projects.

Chamber of Commerce Building

The Chamber has reported a termite infestation and Municipal Services Director Don Prince is soliciting bids to deal with it.

Commission Chambers

The overhead microphone for the round table meetings was installed today.

BSO Contract Issues

Our contract with BSO does not expire until September 30, 2011, but several other cities' contracts expire this September and the Broward City County Manager's Association has been discussing the concept of a fairly uniform contract, with differential budget and staffing numbers, of course, for each City. I attended a meeting this week to get a better understanding of what they were doing. Much of the discussion centered on the idea of there being an accounting at the end of the fiscal year where BSO would determine their actual costs of serving the municipality for that fiscal year and financial adjustments would be made (referred to as a "true up"). A few days after that meeting, the Sheriff's Office sent out an email saying they would not be able to consider a true up model until and unless all cities were under that system. (Email is attached.)

As I mentioned in the cover memo to the budget schedule item, we received some very preliminary figures from BSO for 2010/2011 that reflect a significant hike in the Town's cost for police services that

appear to exceed the increase allowed for in our contract. I need to make sure that there are no addendums to the Town's contract with BSO that provide for more than a 5% adjustment in our costs from year to year before definitively reporting to you on that issue.

TOWN MANAGER'S REPORT ON SIGNIFICANT ASSIGNMENTS

	STATUS	TO COMMISSION
ORDINANCES		
Sign Ord -Non Profit Exemptions		
Corner Lot Ordinance	goes to P&Z Board at June meeting	July
Abandoned Property Ordinance	goes to P&Z Board at June meeting	July
24 Hours Openings	sent to P&Z Board for disc at June meeting; staff provided the Board with research done on other cities' practices & with Police Chief's input	TC review in July
Comp Plan Updates Greenhouse Gas Schools	Consultant Walter Keller has submitted these updates & they will be reviewed by the P&Z Bd at their June mtg	TC review in July
Ord 2010-3 City Organization Ord 2010-4	Bud & Connie to review and suggest modifications	6/ 22 regular mtg
ADMINISTRATIVE ISSUES		
Deadline to revise Commission districts		
Town Technology Issues Granicus Info Outdated Technology	report provided to TC on 5/25 agenda The Town is using outdated software & the multiple server configuration creates security but some operational issues. We will be making an assesment of IT issues and identifying what needs to be done.	TC discussion on 5/25
Personnel Policies	policies are outdated and need a substantial overhaul; issues revealed in Colon payout inquiry need to be addressed such as continuation of benefits policy; authority for certain practices	

BUDGET	STATUS	TO COMMISSION
Current Year Budget vs Actual Analysis	Format & analysis of general fund only prepared. If TC likes the format, analyses of other major funds will be prepared if	5/25 Regular meeting
Analysis of Contingencies & Reserves	will be done by June 4th	

CAPITAL PROJECTS	STATUS	TO COMMISSION
A1A Landscape/Streetscape LAP Project Pine Island to Terra Mar	At 4/13 mtg Commission directed that Town input be given to PBS&J before they design it. We just rc'vd the conceptual plan which is due to FDOT 6/1. PBS&J will meet with MPSC soon. Bud working on clarification re: amount Town must put up for match.	8/16 public meeting
El Mar Dr Streetscape Project	MPSC discussed at their May mtg	
Stormwater Projects	Chen & Associates to prioritize the projects list & group stormwater & CIP projects together	
Public bathroom facilities near beach		

DEVELOPMENT ISSUES
Perez & Associates site plan issues
Jeff Bowman awaiting architect's decision on options

EVENTS	STATUS	TO COMMISSION
July 4th Fireworks Decision	Staff directed at 4/13/2010 meeting to 1) provide costs for fireworks for past 3 yrs & indicate where they were launched from 2) provide an estimate of cost to shoot them from a barge or the pier Bud has provided most info to Commission. Pier has quoted reduced price of \$12K to shoot fireworks from Pier	Fireworks bid award 6/8, unless under \$15K in which case it can be approved by TM; 6/8 approval of agreement w Pier

Revisions to of Special Events Policy

FINANCIAL MATTERS		
Colon Payout Inquiry	Completed	TC discussion 5/25
Internal controls	Need direction from Commission whether an audit/ analysis of bank account transactions is desired;	
Banking Services Agreement	need to review existing agreement and practices (i.e. multiple bank accounts) for efficiency & effectiveness	
RFP for Audit Services	Revised draft prepared & suggestions on makeup of Audit Committee made to TC.	TC to discuss 5/25; TC to appoint audit committee 6/8
Cash Reports	have gotten format that another city uses & will be preparing a similar report for LBTS	first report to TC in July

	STATUS	TO COMMISSION
OTHER ACTION ITEMS		
Choice Environmental Negotiations	Bud has met with Comm. Sasser and w the Town Attorney to clarify issues. All 3 to meet next week to finalize issues to be discussed w Choice. Bud, TA & I met 5/20 to determine what solutions can be handled administratively & which require ord amendments. Bud to draft amendments	July
Use/possible lease of warehouse	PIO researched records and prepared report. Awaiting info from appraiser on approx lease value.	May 26th Roundtable
TRAFFIC ISSUES		
Imperial Lane Traffic Calming	Bud has reviewed Town Engineer plan; may be some citizen opposition; Town Eng has recommended a stop sign in addition to temporary "choking" of the road; need County's approval for trial implementation & will seek it;	
Speeding on Seagrape	BSO has scheduled periodic traffic enforcement on Seagrape	
Trial Valet Project	Meeting was held on 5/17 with interested parties. Some disagreement on proposal. Staff indicated we would flesh out a trial period plan & bring it to the Commission Roundtable on 6/9 & for formal approval on 6/23.	6/9 Roundtable 6/23 Regular Meeting for approval
Open outlet to alley from Pier pkg lot	Bud to meet with owners regarding their interest & willingness to comply with traffic engineering requirements for safe access to alley	
COMPLETED ASSIGNMENTS		
Jarvis Hall lighting		